IBM Software Services for Lotus – Education

IBM Workplace for Business Controls and Reporting Training

If you are deploying IBM* Workplace* for Business Controls and Reporting, there are a number of training solutions available that will enable you to boost user acceptance, plus reduce pressures on your helpdesk personnel.

IBM Lotus Workplace for Business Controls and Reporting Version 2.0 Training:

Getting Started with IBM Lotus* Workplace for Business Controls and Reporting 2 (LWBV150) can be delivered in a seminar format or be used as a self-paced tool for individuals who wish to learn the basics of IBM Lotus Workplace for Business Controls and Reporting. The presentation provides an introduction to IBM Lotus Workplace for Business Controls and Reporting and includes steps for navigating the tool, adding data, and finding and viewing reports.

IBM Workplace for Business Controls and Reporting Version 2.5 Training:

Available in Preview!

Introducing IBM Workplace for Business Controls and Reporting 2.5, E-learning Edition: Instructor-Led (LWBV210) is a learning toolkit that can be used by both end users and instructors. The toolkit consists of:

• A 4-hour self-paced, e-Learning program, for individuals who want to learn the basics of IBM Workplace for Business Controls and Reporting. The self-paced program provides an introduction to IBM Workplace for Business Controls and Reporting v2.5 and includes steps for navigating the tool, adding data, and finding and viewing reports.

• A set of instructor-led materials and content (including simulations and slides) for both consultants and instructors to deliver to managers, business process owners, auditors, and end users.

The target audience for the above training offerings are individuals who wish to learn the features and functionality of IBM Lotus Workplace for Business Controls and Reporting, including both end users and decisions makers that fall into the following categories:

• **Executive Management** (CEO, CFO, VP of Finance, Controller, Chief Accounting Officer, VP of Compliance, CIO, VP of HR, VP of Supply Chain and Business Unit General Managers).
• **Business Process Owners** (Financial Analyst, Accounting Systems Supervisor, Business Analyst, Director of Manufacturing, Supply Chain Manager, SD/MM/PP/QM Analyst and HR Internal Consultant).
• **IT personnel** (CIO, Systems Managers, Administrators, System's Analysts, Director of Information Systems, Project Managers and Business System Leaders).
• **Internal and External Auditors** (Audit Director, Internal Audit, Manager of IT Audit, General Auditor, Audit Partner and members of the internal/independent audit and business control teams)**.**

The prerequisites for the course include:
• Basic knowledge of defining and evaluating business controls.
• Basic knowledge of the Sarbanes-Oxley Act of 2002.

Note: Use of the IBM Workplace for Business Controls and Reporting tool and/or this related education does not
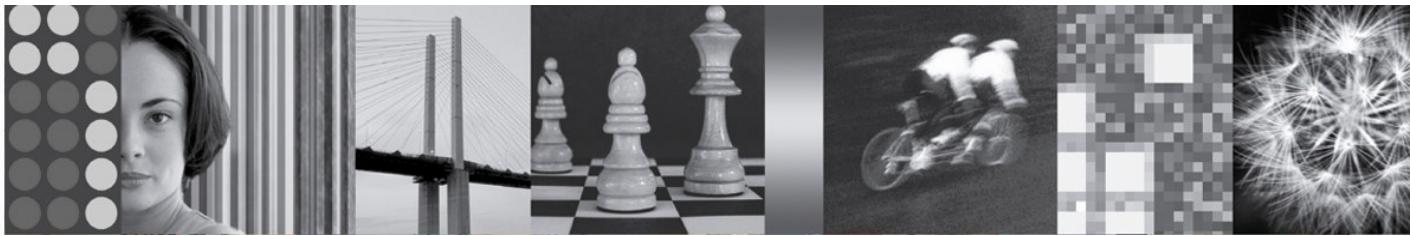
enforce or guarantee compliance with the Sarbanes-Oxley Act of 2002.

About Preview Courseware

In an effort to maximise the return on your technology investment, and increase productivity provided via training, some of the new IBM Workplace offerings are being made available in "Preview" versions.

Please note:
• Preview materials will be provided in electronic format only; for example you will receive PDF files for any printable materials.
• Preview materials are copyrighted. All courseware orders must reflect the number of materials printed or reproduced by the Education Centres for IBM Software (ECIS) partner.
• The Preview marking denotes that these education products have not been copyedited, formatted or otherwise quality tested for manufacturing.
• These materials should be considered "final" deliverables for this release of IBM Workplace.

About our curriculum

The LWBV150 and LWBV210 offerings described in this brochure are available via your local IBM Software Services for Lotus Education Manager, or via the IBM ECIS Training Partners.

The LWVB200 will be available later via Passport Advantage or Passport Advantage Express: purchasing guidelines will be communicated in the near future.

Leverage the Experts: Education Centres for IBM Software (ECIS)

Education Centres for IBM Software (ECIS) are IBM Business Partners authorised to deliver market-driven training utilising courseware developed by IBM. These Centres provide technical and end user training through a select group of instructors who are highly skilled,

qualified, and certified to teach DB2*, Lotus*, Rational, Tivoli* and WebSphere* software brands curriculums.

ECIS centres are the only place you can find our specially trained and certified IBM Certified Instructors.

To find more on ECIS Training Partners, go to the following URLs:
• Introduction to ECIS: http://www.ibm.com/software/partners/educationcenters

• ECIS Partner Network: http://www-306.ibm.com/software/partners/educationcenters/centers.html

• Open-enrolment courses in your area: http://www.lotus.com/educationschedule

Details of other curriculum offerings can be found at: http://www.lotus.com/education

Further information

To find out more about these IBM Software Services for Lotus Education offerings, please contact your local IBM Lotus Software Services Education Manager:

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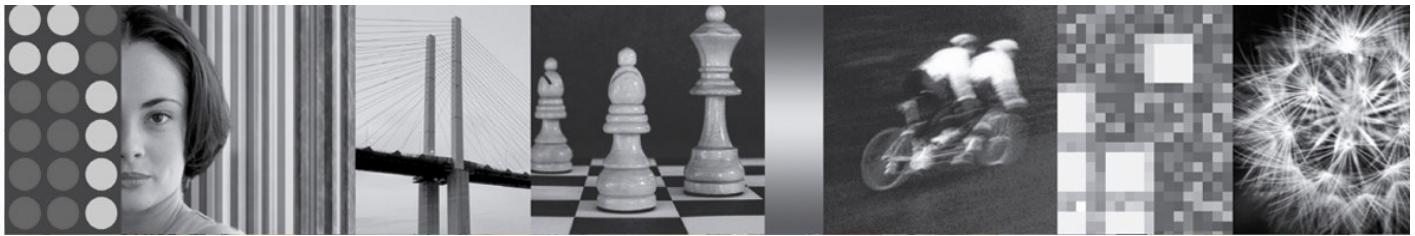
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IBM Software Services for Lotus

You know the scenario well. Against a background of increased competition, your customers are demanding even higher levels of service at lower prices. They want ready access to information round the clock, and if they don't get it, they'll find someone else somewhere in the world that can deliver.

If new technologies are going to help you meet, retain and satisfy those customers, then you need to understand the value of those technologies, and implement them cost-effectively. But keeping abreast of continuing developments and learning how to utilise them for business advantage is a challenge in itself.

IBM Software Services for Lotus organisation is committed to accelerating the value customers derive from their use of Lotus Software technology. IBM Software Services for Lotus has created a range of Solution Offerings and Education that give you all the tools and help you need to understand key issues and achieve best value from the latest technology. With focus on vital areas such as Web, Portals, Workplace, Migration, Collaboration, Total Cost of Ownership and eLearning, the IBM Software Services for Lotus solutions provide technology and products, consulting and education, allowing you to choose the options you need. From basic introduction right through to field support, IBM Software Services for Lotus can provide the skills and technology you need to be successful in the on demand era.

IMPORTANT

Customers are responsible for ensuring their own compliance with the Sarbanes-Oxley Act or other laws/regulations. It is customer's sole responsibility to obtain advice of competent legal counsel as to the identification and interpretation of any relevant laws, including but not limited to, the Sarbanes-Oxley Act, that may affect customer's business and any actions customer may need to take to comply with such laws.

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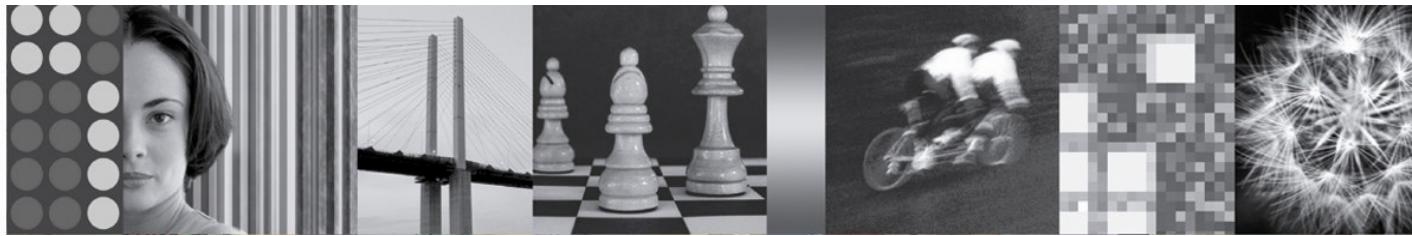
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